

## **Procedures for Generators to Start GenComm of 1348-1A & HWPS**

The following procedures are provided on what to do when a generator approaches the DRMO about doing automated turn in:

1. Ask the generator what system they are using for hazardous waste.

A. The systems that currently can provide automated turn-in and have helpline assistance for the generator on how to do automated turn-in are:

- (1). The Hazardous Material Management System (**HMMS**) utilized by AFMCs, NADEPs, MCLBs, and Army Depots. HMMS Helpline Email: [hotline@hmms.com](mailto:hotline@hmms.com)
- (2). The Hazardous and Technical Substance Control Module (**HTSCM**) utilized by Army Material Command. HTSCM Helpline Email: [amcisa@htscm.com](mailto:amcisa@htscm.com)
- (3). The User-Based Army National Guard System (**U-BANGS**) utilized by the Army Guard. UBANGS Helpline phone: (616) 961-4541 or dsn 932-4541.
- (4). The Vandenburg AFB **Entrack** system, local to VAFB.

B. The systems that are in GenComm development are:

- (1). The Air Force Environmental Material Information System (**AF-EMIS**) utilized by 168 AF installations due out Sept. 2000.
- (2). The Hazardous Waste Tracking System (**HWTS**) utilized by Ft. Lewis and Yakima Training Center, due out March 2000.

C. The systems that are not in GenComm development (requests are in, no completion date) are:

- (1). The Hazardous Substance Management System (**HSMS**) utilized by the Army and Navy.
- (2). The DLA Defense Supply System (**DSS**)

2. If the generator has **HMMS**, **HTSCM**, **Entrack** or **UBANGS**, the DRMO needs to:

A. Assist the generator in getting their GenComm login and password. The login request goes to DRMS-DDS for review, DRMS-DDS then sends to the DRMO Chief for approval. The DRMO TASO/systems monitor then assigns the generator "genship" access in DAISY and assists the Generator in changing their password. The GenComm login request form for DoD personnel is located at: <http://www.drms.dla.mil/environmental/genform.pdf> Generators that have contractors turning into DRMO need to utilize the DRMS form 1986 Contractor request for DRMS systems access (available in JetForm). The contracting officer's representative for the generator's hazardous property service contract (**not** the DRMO HW contract COR) needs to complete the form.

B. Once the generator has their login and password, the generator needs to work with their helpdesk on creating and sending the GenComm file to the DRMO.

C. When the generator states to the DRMO that they are ready and are sending the file, the DRMO should contact DRMS LHP (Randy Smith, dsn 932-5898) for assistance on how to receive the file, use the SHIP due-in report, receive into DAISY and create the BOSS HXH delivery order.

3. If the generator has **HWTS**, the DRMO needs to:

A. Assist the generator in getting their GenComm login and password. The login request goes to DRMS-DDS for review, DRMS-DDS then sends to the DRMO Chief for approval. The DRMO TASO/systems monitor then assigns the generator "genship" access in DAISY and assists the Generator in changing their password.

B. Once the generator has their login and password, the generator needs to work with their software development team and DRMS-LHP on creating and sending the GenComm file to the DRMO as HWTS is still in testing. The DRMO should contact DRMS LHP for assistance on how to receive the file.

4. If the generator has **EMIS, HSMS, or DSS**, the DRMO should inform them that their system does not currently have the capability to do automated turn-ins to DRMO and they need to contact their systems representative to find out when GenComm will be available and what the current priority GenComm has in their system.

5. If the generator system is not identified above, the generator needs to have their software developer contact DRMS-LHP to create and test the GenComm files.

6. If the generator does not have an automated hazardous property system, recommend they consider installing a system for automated turn-in to DRMO.

Randy Smith  
DRMS-LHP  
Environmental Automation Team Leader  
dsn 932-5898, fax 932-4793  
comm (616) 961-5898